



New Mexico Environment Department
Air Quality Bureau
Compliance and Enforcement Section
2048 Galisteo
Santa Fe, NM 87505
Phone (505) 827-1494
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Version 06.11.07

REPORTING SUBMITTAL FORM INSTRUCTIONS

Overview

A Reporting Submittal Form must accompany any submittal to the Air Quality Bureau (AQB) Compliance and Enforcement Section, routine or otherwise. The format of the form reflects the structure of the AQB filing system, where routine submittals are segregated from each other by type (i.e. Title V Semi-annual reports are filed separately from NSPS Subpart KKK Semi-annual reports) and where routine submittals are segregated from non-routine submittals and general correspondence. Since this form provides all of the information required by the AQB and is signed by a company official, a cover page on company letterhead is no longer required (unless a cover letter is required to convey information not captured by the submittal form).

Since different submittal types are filed separately (as described above), please do not submit multiple reports with the same submittal form. The form is intended to be used for a single submittal only. For example, if you are submitting a Title V Annual Compliance Certification at the same time that you are submitting a Quarterly Sulfur Report, please use a separate submittal form for each report.

When submitting any type of correspondence to the AQB, please follow the guidance below:

1. Use the Reporting Submittal Form in lieu of company letterhead (where possible).
2. Use a separate submittal form for each submittal type.
3. Please use double sided printing and/or photocopying for submittals whenever possible.
4. If submittals must be bound, please do NOT use three ring binders, they do not fit in our files.

Section I – General Facility Information

1. Company Name: Write or type the name of the company that owns or operates the facility submittal.
2. Company Address: Write or type the company address information.
3. Company Environmental Contact: Write or type the environmental contact information, including title, phone number, facsimile number, and email address (if available).
4. Facility Name: Write or type the facility name as designated by its issued permit.
5. Facility Address: Write or type the facility address information.
6. Facility Contact: Write or type the facility contact information, including title, phone number, facsimile number, and email address (if available).
7. Responsible Official (Title V only): Write or type the name of the company official responsible for the submittal.
8. Title: Write or type the title of the person reported as the Responsible Official (Title V only).
9. Phone Number: Write or type the phone number of the Responsible Official (Title V only), include the area code and extension, if applicable.
10. Fax Number: Write or type the facsimile number of the Responsible Official (Title V only), include the area code.
11. AI Number: Write or type the Agency Interest number of the facility. If unknown, you may retrieve the information online at <http://eidea.state.nm.us/eTempoWeb/PortalFrontPage> and/or contact the Compliance and Enforcement Section at 505-827-1494.
12. Title V Permit Number: Write or type the current Title V permit number. Issued Title V permits begin with the letter "P".
13. Title V Permit Issue Date: Write or type the date the current Title V permit was signed.
14. NSR Permit Number: Write or type the current NSR permit number.
15. NSR Permit Issue Date: Write or type the date the current NSR permit was signed.
16. Reporting Period: Write or type the start and end dates for the reporting period. For one time submittals, write or type the date of the submittal. For test protocols and test reports write or type the date of the test.
 - a. Acceptable Example 1: January 3, 2006 – April 3, 2006

- b. Acceptable Example 2: 8/17/2006
 - c. Acceptable Example 3: 3/21/2006 through 3/20/2007
 - d. Unacceptable Example 1: 2nd Quarter 2006
 - e. Unacceptable Example 2: June 2005 – June 2006
 - f. Unacceptable Example 3: 4/06
17. Reporting Company Official Signature: Include the signature of the reporting company official. Electronic signatures are not acceptable.

Section II – Type of Submittal

- A. Title V Annual Compliance Certification: Check box if applicable. Cite the specific condition from the Title V permit (Example: Condition 6.1). Common populations for the description box may include:
- 1. ACC regular submittal
 - 2. ACC corrections
 - 3. ACC additional information

Do not mark in the Office use box.

- B. Title V Semi-annual Monitoring Report: Check box if applicable. Cite the specific condition from the Title V permit (Example: Condition 5.2). Common populations for the description box may include:
- 1. Semi regular submittal
 - 2. Semi corrections
 - 3. Semi additional information

Do not mark in the Office use box.

- C. NSPS Requirement: Check box if applicable. Check the applicable report (Test Protocol, Test Report, or Other Report) and cite the permit condition and/or the NSPS Regulation, examples include:
- 1. NSR Permit Condition 3.2 and Subpart GG or 40 CFR 60.335(c)
 - 2. Title V Permit Condition 3.2.1.4 and Subpart KKK or 40 CFR 60.636

PLEASE NOTE – You must check box “C” for any report required by a NSPS regulation, even if a specific condition in your permit addresses this requirement. For example, if your permit requires testing a turbine to demonstrate compliance with the permitted emission limits for NO_x and CO as well as to demonstrate compliance with the NO_x emission limits specified by NSPS Subpart GG, §60.332(a), please check box “C”.

Fill the description box with the reporting type or test type (periodic portable, periodic reference, reference method, opacity). Identify the Unit number as expressed in the Permit. Common examples include:

- 1. Annual reference method test protocol for Units S001 and Unit 4
- 2. Opacity test on conveyor 3
- 3. Leak Detection Report

Do not mark in the Office use box.

- D. MACT Requirement: Check box if applicable. Check the applicable report (Test Protocol, Test Report, or Other Report) and cite the permit condition and/or the MACT Regulation, examples include:
- 1. NSR Permit Condition 3.2 and Subpart ZZZZ or 40 CFR 63.123
 - 2. Title V Permit Condition 3.2.1.4 and Subpart DDDDD or 40 CFR 63.321

PLEASE NOTE – You must check box “D” for any report required by a MACT regulation, even if a specific condition in your permit addresses this requirement.

Fill the description box with the NSPS Regulation and the reporting type or test type (periodic portable, periodic reference, reference method, opacity). Common examples include:

- 1. Periodic portable test protocol for Unit 2
- 2. Reference Method Performance test to demonstrate Formaldehyde emission reduction on Unit 35

Do not mark in the Office use box.

- E. NMAC or NESHAP Requirement: Check box if applicable. Check the applicable report (Test Protocol, Test Report, or Other Report) and cite the permit condition and/or the NESHAP Regulation, examples include:
1. NSR Permit Condition 3.2 and Subpart E or 40 CFR 61.2343
 2. Title V Permit Condition 3.2.1.4 and NMAC 20.2.36.113

PLEASE NOTE – You must check box “E” for any report required by a NMAC or NESHAP regulation, even if a specific condition in your permit addresses this requirement. In particular, this applies to ANY sulfur reports submitted by a sour natural gas processing plant.

Fill the description box with the NSPS Regulation and the reporting type or test type (periodic portable, periodic reference, reference method, opacity). Common examples include:

1. Reference Method Test protocol for Mercury on Unit 12
2. Quarterly Sulfur Report from January 1, 2007 through March 31, 2007

Do not mark in the Office use box.

- F. Permit Requirement: Check box if applicable. Check the applicable report (Test Protocol, Test Report, or Other Report) and cite the permit condition, examples include:
1. NSR Permit Condition 5.e (notification)
 2. Title V Permit Condition 3.4 Periodic Quarterly testing

Fill the description box with the Permit condition reporting type or test type (periodic portable, periodic reference, reference method, opacity). Common examples include:

1. Operating Option Notification within 30 days
2. Anticipated date of initial startup of equipment
3. Annual Summary of Quarterly Monitoring (periodic reference testing)

Do not mark in the Office use box.

- G. Settlement Agreement or Compliance Order Requirement or NOV Corrective Actions: Check box if applicable. Check the applicable report (Test Protocol, Test Report, or Other Report) and cite a referencing SFO or CO number.

Fill the description box with a common report name. Identify the Unit number as expressed in the Permit.

For site specific examples call the Air Quality Bureau Compliance and Enforcement Section (505-827-1494):

Do not mark in the Office use box.

Section III – Certification

For all **Title V Submittals per 20.2.70.300.E NMAC**: Certification: Any document, including any application form, report, or compliance certification, submitted pursuant to this Part shall contain certification by a responsible official of truth, accuracy, and completeness. This certification and any other certification required under this Part shall state that, based on information and belief formed after reasonable inquiry, the statements and information in the document are true, accurate, and complete.

For all non-Title V submittals: The Department requires a reporting official signature, title, and date.

For all submittals be sure to check the YES or NO box for the **Responsible Official for Title V**.

For Annual Compliance Certification (ACC) submittals, the reporting submittal form is not an EPA Region 6 approved form. ACC submittals to Region 6 must be sent under a separate cover.